

BIGFORK FIRE DISTRICT TRUSTEE

September 29th, 2020

5:30pm

This meeting was conducted via ZOOM. The public was able to join this meeting at the following link: : <https://us02web.zoom.us/j/86400272973>

Trustees: Dan Elwell, Robert Borges, Andrew Sliter, Gary Wilson

Absent Trustees: Seth Price

Guests: Chief-Mark Thiry, Jeremy Patton, Peach & Gary Graeff, Cindy Norred

Guests on via Zoom: No guest on Zoom

This meeting was recorded.

1. **Call Meeting to Order & Pledge of Allegiance:** 17:33
2. **General Public Comment:** NONE
3. **Review/Approval of meeting minutes August 25th, 2020:**
A motion to approve August 25th, 2020 meeting minutes, amend to say Doug Smith: Wilson (1st), Borges (2nd) amend to say Doug Smith all in favor, none opposed.
4. **Review/Approval of Purchase Orders:** PO #8017-Presented. Patton explained PO was for 2 Nitronox Units.
A motion to purchase units up to \$8,000.00: Borges (1st), Sliter (2nd) all in favor, none opposed.
5. **Approval of FY20-Budget #7254CIP-create "Land Purchase" line item to reflect on Budget:** Patton explained that this was planned on CIP but was under building improvements. No changes were made on overall cash or expenditures. The department will be adding Code 910 in Quickbooks to reflect the line item change. The bottom line does not change so no amendment to budget is needed. Peach Graeff asked if money was donated for the building construction, would it be put into this new line item? Elwell stated that it would not. Money could be directed towards the building construction if so desired.
A motion to approve FY20-Budget #7254CIP-create "Land Purchase" line item to reflect on Budget: Sliter (1st), Wilson (2nd) all in favor, none opposed.

6. **Approval to create line items for tracking COVID-19 Revenues and Expenses:** Patton explained that the money received from the federal government for COVID-19 had been placed in Other Income in the FY20 budget. The Department would like to update FY20 P/L to reflect change and revenue of \$10,043.96 under COVID-19 Revenue instead of Other Income-JE215 entered into Quickbooks and change tracked expenses to COVID-19 line item. The overall cash or expenditures does not change so no amendment to budget is needed. A motion was made to approve the creation of line items for tracking COVID-19 revenues and expenses: Sliter (1st), Wilson (2nd), all in favor, none opposed.
7. **Approve FY21 Budget #7254 CIP-create "Land Purchase" line item to reflect on Budget:** No change overall on cash or expenditures totals. No changes were made on overall cash or expenditures so no amendment to budget is needed. A motion to approve FY21 Budget #7254 CIP-create "Land Purchase" line item to reflect on Budget: Sliter (1st), Wilson (2nd) all in favor, none opposed.
8. **Approve FY21 Budget #7205-General Fund with line item change.** Patton explained that there were no changes overall on cash or expenditures so no amendment to budget is needed, just approval of line item change. Approving to move line item of budget 210-1-Office Supplies negative \$2000.00, 220-2-Medical Supplies negative \$4153.00 and 220-1-Operating Station Supplies negative \$1000.00 then move to line item 220-19-COVID-19 \$7153.00. A motion to approve moving \$7153.00 into 220-19 COVID-19 and from the associated Office Supplies, Medical Supplies, and Operating Station Supplies in the amounts of \$2,000.00, \$4,153.00, and \$1,000.00, respectively. Sliter (1st), Wilson (2nd) all in favor, none opposed.
9. **Review/Approval of Reconciliation of Financial Statements and Bills Paid:** A motion to approve financial statements and bills paid, Wilson (1st), Borges (2nd) all in favor, none opposed.
10. **Committee Updates:**
 - A. **Building Committee:** Wilson stated that signs were received but had to be returned due to misspelling.
 - B. **Vehicle Committee:** No report
11. **Fire Chief Report:** See attached report
12. **Convene into Closed Session Pursuant to MCA 2-3-203 (3):** *Went into closed session at 18:36*
13. **Reconvene into Open Session:** Back from closed session, opened session at 20:03.

14. Old Business:

A. Amend Uniform Policy 210.01.4 Protective Footwear:

A motion to amend Uniform Policy 210.01.4 Protective Footwear: Sliter (1st) Borges (2nd) all in favor, none opposed.

B. Logging of Echo Lake Property: *See attached three bids/estimates received Borges explained the 3 bids. Borges made a motion to go with Jimmy Holman, if he is too busy or does not accept the work, then contact D & S logging. Also approve up to \$1,000 for fencing materials to fence the property line. Sliter requested input from Thiry. Comment from Chief Thiry that he is in favor of the process but the department would still like to hold a S-212 class with the MT DNRC but no time can be scheduled because of COVID-19 restrictions on trainings with the DNRC. He would like to have one of the instructors flag some trees to keep for a future training. Thiry is in favor of the fencing as well because some neighbors are not respecting the property line. Borges (1st), Wilson (2nd) all in favor, none opposed.

15. New Business:

A. Accept resignation of DE: A motion to accept resignation of DE: Borges (1st), Sliter (2nd) all in favor, none opposed.

B. Hire-Part-time EMT, Medic, & Volunteer: A motion to hire part-time EMT, Medic & Volunteer: Wilson (1st), Sliter (2nd) all in favor, none opposed.

C. Purchase of used Vehicle from Sheriff's Dept.: *See attached detail. \$6000.00, This would be replacement in CIP for 364, Will post 364 for sell. A motion to purchase used vehicle from Sheriff's Office of a 2013 Ford F-150 XL as presented subject to Department inspection and move to authorize disposal of 364 on CIP. Sliter (1st), Borges(2nd) all in favor, none opposed.

D. Hire outside entity for QA/QI reviews: Thiry explained the current process for QA/QI internally and the issues it has caused. The Board questioned the cost. Thiry explained that it should be very minimal, possibly only a few hours per week or less. Thiry recommended trying it for a set period of time and see if it works. The Board would like to place it as an action item for the next meeting.

E. Approve Contract for Pest control of facilities: Patton explained the proposal from Bug Hunters for pest control. All 3 halls covered 4 times per year. Elwell verified the issues especially at the Woods Bay hall. Borges made a motion to accept the contract for pest control: Borges (1st), Wilson (2nd) all in favor, none opposed.


16. General Public Comment: None

17. Motion to Adjourn: Borges (1st), Wilson (2nd) all in favor, none opposed.

Meeting adjourned: 20:04

Minutes Approved:

 _____, Trustee

 _____, Recorder